

Amended Schedules

This process shows the steps and screens required for attorneys to file Amended Schedules requiring a filing fee and those not requiring a filing fee. In this example, we will illustrate filing amended schedules which require a fee by adding new creditors.

STEP 1 Click the Bankruptcy hyperlink on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

STEP 2 Click on the Other hyperlink displayed on the **BANKRUPTCY EVENTS** screen. (See Figure 2.)

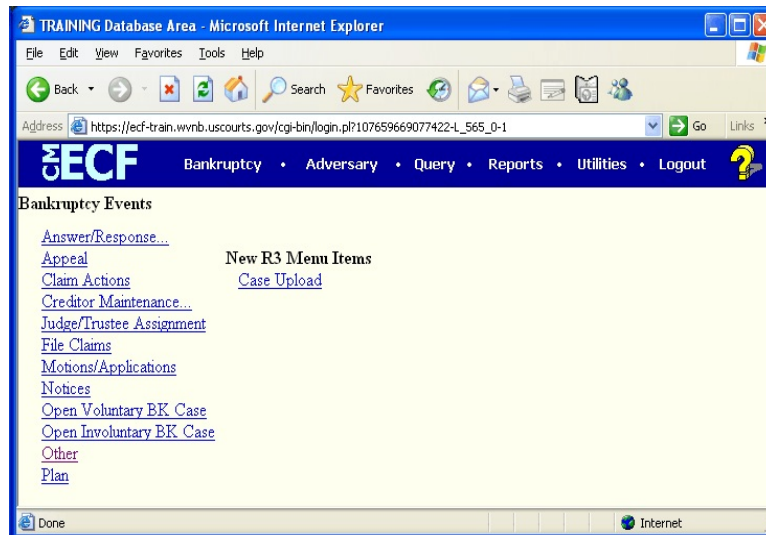


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3a.)

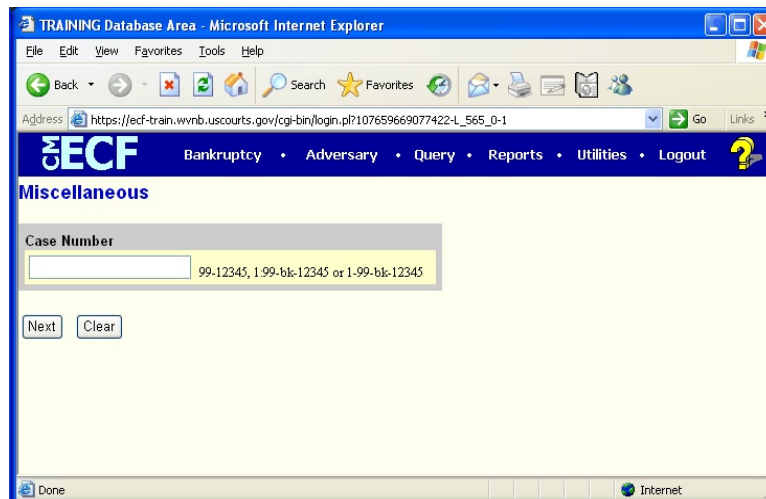


Figure 3a

◆ Enter the case number (See Figure 3b.)

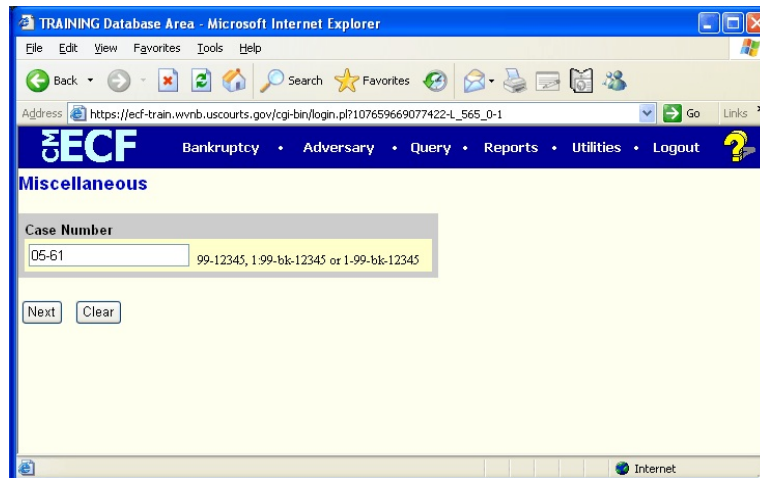


Figure 3b

- ◆ Click **[Next]** to continue.

STEP 4 The following screen displays. (See Figure 4a.)

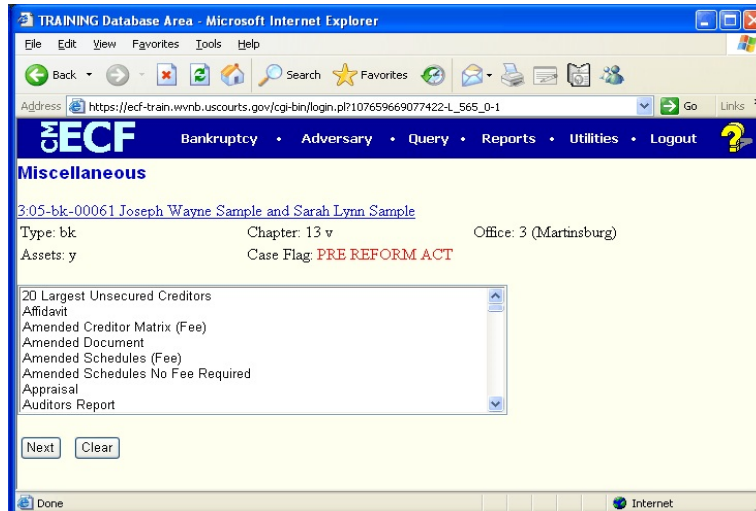


Figure 4a

- ◆ Verify the case number and case name.

- ◆ If the case number and name do not match your document, click the browser **[Back]** button to try again. You may use the browser **[Back]** button at any time during this process to verify former screens until the final submission.
- ◆ Select **Amended Schedules (Fee)** OR **Amended Schedules No Fee Required**.

NOTE: If you are amending the Matrix, select **Amended Schedules (Fee)**. You will be given the opportunity to include in docket text the **Amended Matrix**.

In this lesson, the debtors' attorney is amending Schedules D, E and F and the mailing matrix to include the newly-added creditors. **Amended Schedules (Fee)** is selected. (See Figure 4b.)

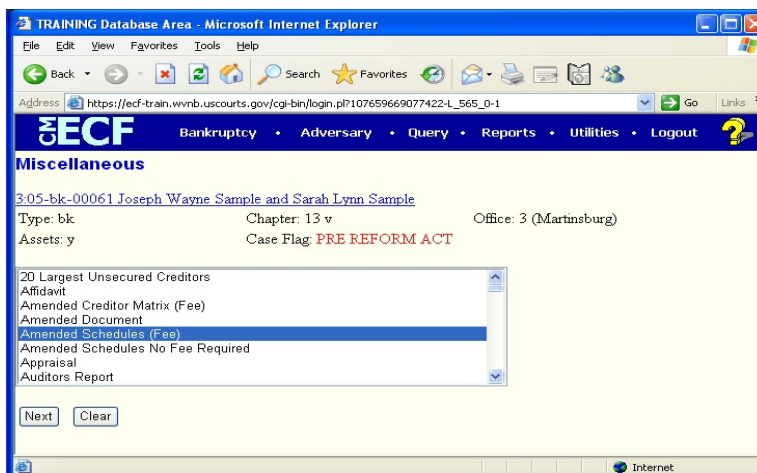


Figure 4b

- ◆ Click **[Next]** to continue.

STEP 5 The **Joint Filing With Other Attorneys** screen displays. (See Figure 5.)

- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.

The screenshot shows a web browser window titled "TRAINING Database Area - Microsoft Internet Explorer". The address bar displays a URL from the US Courts system. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main content area is titled "Miscellaneous:" and displays case information for "3:05-bk-00061 Joseph Wayne Sample and Sarah Lynn Sample". It lists "Type: bk", "Chapter: 13 v", "Office: 3 (Martinsburg)", "Assets: y", and "Case Flag: PRE REFORM ACT". Below this information is a checkbox labeled "Joint filing with other attorney(s)". At the bottom of the form are "Next" and "Clear" buttons.

Figure 5

- ◆ Click **[Next]** to continue.

STEP 6 The **Select the Party** screen displays. (See Figure 6a.) All participating parties in the case will appear on this list.

This screenshot shows the "Select the Party:" screen in the same ECF system. It displays the same case information as Figure 5. Below the case details is a list box containing the following parties: "Sample, Joseph Wayne [Debtor]", "Sample, Sarah Lynn [Debtor]", and "United States Trustee, [U.S. Trustee]". To the right of the list box is a link that says "Add/Create New Party". At the bottom of the screen are "Next" and "Clear" buttons.

Figure 6a

- ◆ Click to highlight the name of the debtor(s). If the petition is a joint petition, after selecting one of the debtors, hold down the **Ctrl** key to select the joint debtor. (See Figure 6b.)

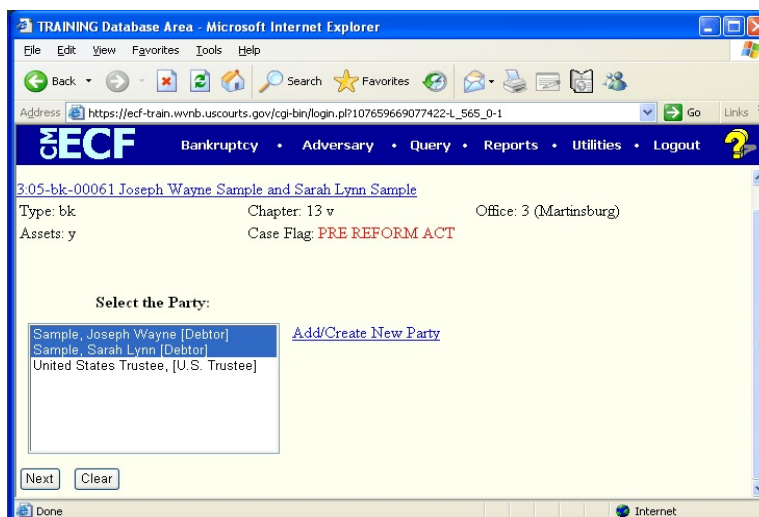


Figure 6b

- ◆ Click **[Next]** to continue.

STEP 7 The **Summary of Schedules** screen displays. It is important to reflect changes of any dollar amounts on this screen with the filing of amended schedules. Edit the white text boxes as appropriate.

Note: Do not use commas when entering these figures. (See Figure 7.) An **Amended Summary of Schedules** is required with every amendment including an amended matrix.

NAME OF SCHEDULE FORM	ASSETS	LIABILITIES	OTHER
A - Real Property	100000.00		
B - Personal Property			
D - Creditors Holding Secured Claims			
E - Creditors Holding Unsecured Priority Claims			
F - Creditors Holding Unsecured Nonpriority Claims		15000.00	
Average Income (from Schedule I, Line 16)			
Average Expenses (from Schedule J, Line 18)			
Current Monthly Income (from Form 22A Line 12, OR, Form 22B Line 11, OR, Form 22C Line 20)			2000.00
TOTAL Type of Liability from Form 6, Statistical Summary (Generally Nondischargeable Debt -- 28 USC 159)			
Total Dischargeable Debt (Computed) Note: Not computed when any value above for D, E, F, or nondischargeable debt is not known.			

Next Clear

Figure 7

◆ Click **[Next]** to continue.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays. (See Figure 8a.)

Miscellaneous:

3:05-bk-00061 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 3 (Martinsburg)

Assets: y Case Flag: PRE REFORM ACT

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

Figure 8a

- ◆ To associate the image document with this entry, select the PDF filename of the objection you are filing.
 - Click **[Browse]**. In the **File Upload** screen change **Files of type:** to **All files(*.*)** then navigate to the directory where the appropriate PDF file is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
 - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
 - Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the File Upload dialogue box.
- ◆ The **PDF DOCUMENT SELECTION** screen appears with the path and PDF document in the **Filename** box. (See Figure 8b.)

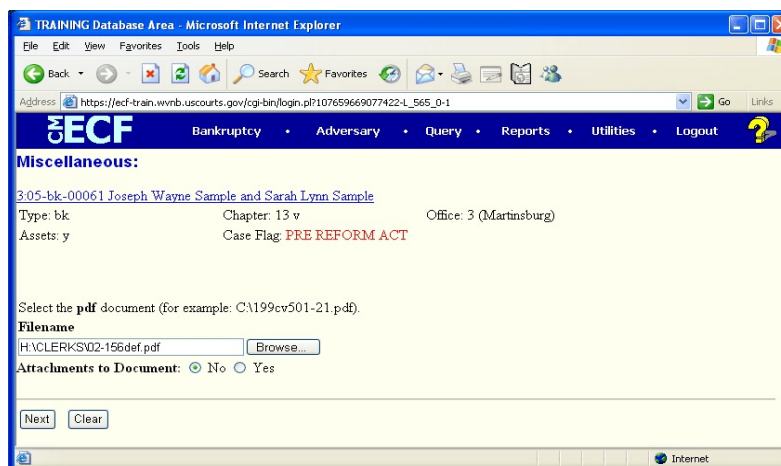


Figure 8b

- ◆ The **Attachments to Document** option defaults to **No**. You will have an attachment to this document; click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attaching a PDF File for Filing (Proposed Orders, Exhibits)* for more information.)

NOTE: As in this lesson, if you are **adding** creditors, you must include an attachment captioned **Newly-Added Creditors** which details the names and addresses of the newly-added creditors. If you are **modifying** creditors already listed, you must include an attachment captioned **Modified Creditors** which details the names and addresses of the modified creditors.

- ◆ Click **[Next]** to continue.

STEP 9 The following screen appears. (See Figure 9a.)

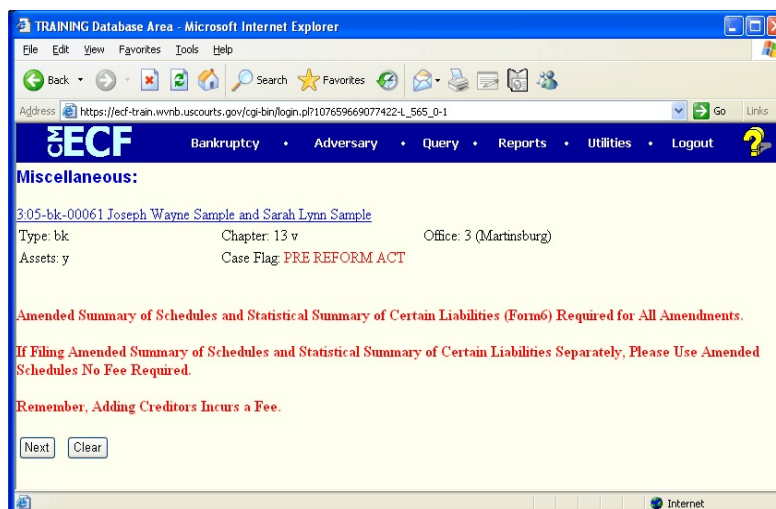


Figure 9a

- ◆ **Note:** When filing any Amended Schedules, it is now required to also include an **Amended Summary of Schedules and Statistical Summary of Certain Liabilities**.
- ◆ Click **[Next]** to continue.

STEP 10 The following screen appears. (See Figure 10a.)

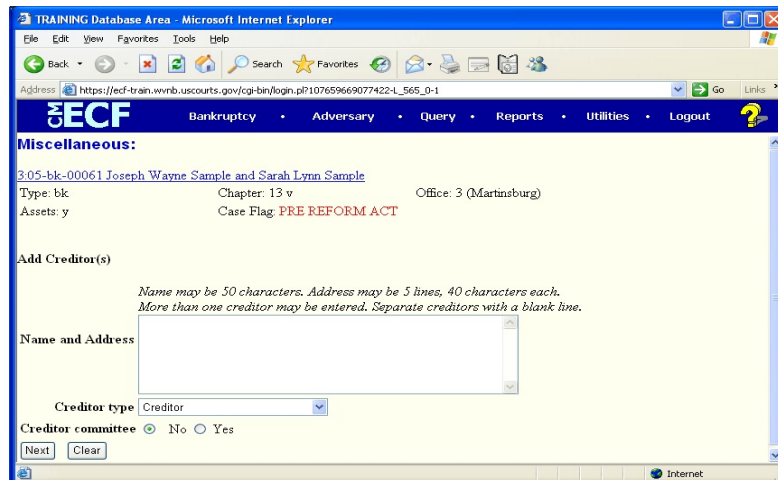


Figure 10a

- ◆ At this screen, you have the option to enter all new creditors and corresponding addresses that you are amending. These will automatically be uploaded to the creditor matrix. (See Figure 10b.)

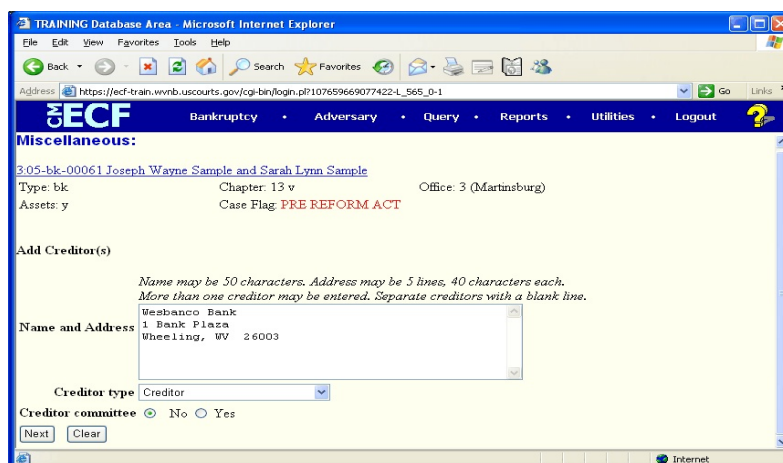


Figure 10b

- ◆ Click **[Next]** to continue.

STEP 11 The **Receipt #** screen displays. (See Figure 11.)

TRAINING Database Area - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?107659669077422-L_565_0-1

ECF Bankruptcy Adversary Query Reports Utilities Logout

Miscellaneous:

[3:05-bk-00061 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 3 (Martinsburg)

Assets: y Case Flag: **PRE REFORM ACT**

LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$26

With Certificate of Service? y or n:

Figure 11

- ◆ Leave the **Receipt #** field blank if paying by the internet.
- ◆ Enter **y** or **n** if certificate of service is being filed with said amendment.
- ◆ Click **[Next]** to continue.

STEP 12 The **Docket Text: Modify as Appropriate** screen will display. This screen will allow additional text to be added if applicable. (See Figure 12a.) You may want to include **Amended Matrix** if applicable.

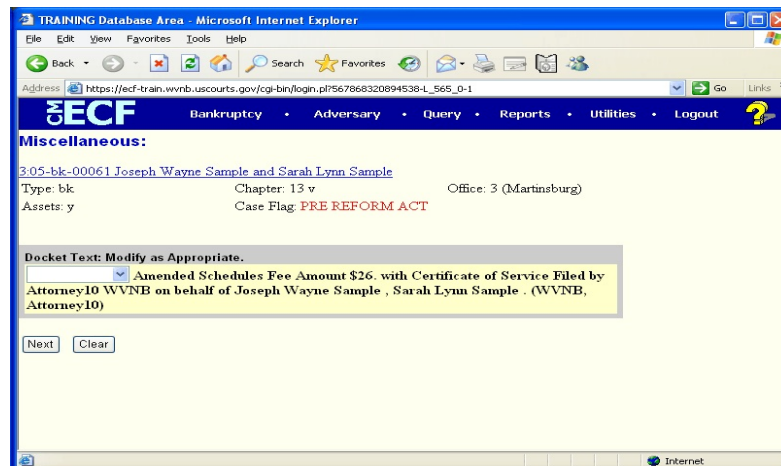


Figure 12a

◆ Click [Next] to continue.

STEP 13 The **FINAL DOCKET TEXT** screen appears. (See Figure 13.)

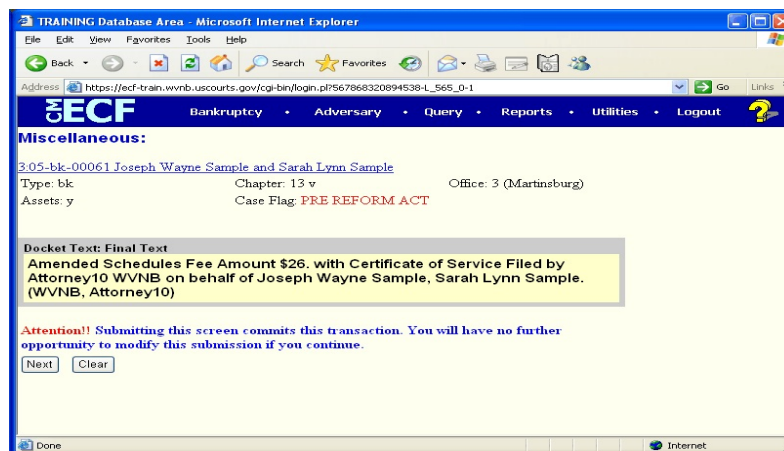


Figure 13

- ◆ Proof this screen carefully! No further editing in the case opening process is allowed after this screen. If Docket Text is correct, click **[Next]**.
- ◆ If any part of it is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 14 The **NOTICE OF ELECTRONIC FILING** screen appears.

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document. **(See Figure 14.)**
- ◆ The case number is a hyperlink to the docket sheet and the document number is a hyperlink to the PDF document image.
- ◆ To print a copy of this notice, click the browser **[Print]** icon.
- ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
- ◆ Further access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of this notice.
- ◆ When a copy of the **Notice of Electronic Filing** is mailed to each subscriber on the case, the following message will display at the top:

*****NOTE TO PUBLIC ACCESS USERS*****

You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

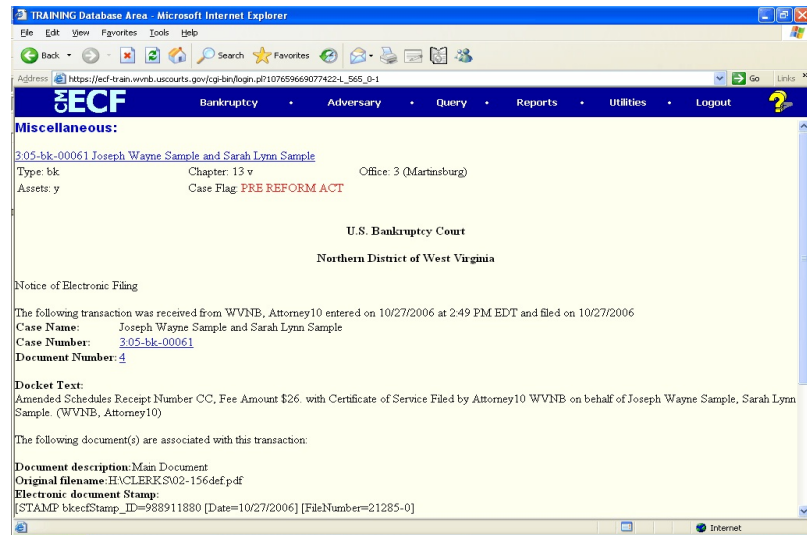


Figure 14